

There will be a **\$100.00 non-refundable** filing fee  
for the

following titles:

Police Officer  
Correction Officer  
Deputy Sheriff/Park Ranger I  
Probation Officer Trainee

**SUFFOLK COUNTY GOVERNMENT  
OPPORTUNITIES IN  
CRIMINAL JUSTICE AND LAW ENFORCEMENT**

If you are looking for a challenging position with a growing diversified organization, the opportunity for progressive professional development, an excellent salary and full fringe benefits, you will be interested in employment possibilities with Suffolk County.

As one of the largest employers on Long Island, Suffolk County Government employs approximately 10,000 people in 800 job titles in 25 departments. If you would like to use your abilities and get involved with the important work of providing service for the expanding Suffolk community, County Civil Service may be for you.

Listed on the following pages are County job titles related to the field of Criminal Justice. A brief description of duties and requirements is included so that you can apply for positions for which you are best suited. Application procedures are included at the end of the booklet for your information. Suffolk County residency is not required for taking examinations; however, preference may be given to County residents upon appointment.

THE JOB DESCRIPTIONS AND MINIMUM QUALIFICATIONS LISTED IN THIS BOOKLET ARE FOR THE PURPOSE OF GENERAL INFORMATION AND DO NOT CONSTITUTE THE TOTAL DUTIES OF ANY ONE JOB, OR ALL THE QUALIFICATIONS WHICH MAY BE REQUIRED FOR A POSITION.

THIS BOOKLET IS SUBJECT TO CHANGE WITHOUT NOTICE

SUFFOLK COUNTY IS  
AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER  
MINORITIES, WOMEN, VETERANS AND  
DISABLED PERSONS ARE ENCOURAGED  
TO APPLY.

## **LAW ENFORCEMENT**

### **CAMPUS SECURITY GUARD I**

Patrols the grounds and buildings of a college campus to prevent trespassing and property damage and to maintain public order. Also directs traffic and assists visitors.

**MINIMUM QUALIFICATIONS:** Possession and maintenance of a valid New York State driver's license.

**SALARY GRADE:** 11

### **CORRECTION OFFICER I**

Has immediate charge of guarding prisoners and maintaining security and order in the County detention and correctional facilities. Duties include advising of regulations, taking periodic inmate counts, searching prisoners and cells for contraband, directing inmates on assigned tasks, and distributing supplies.

**MINIMUM QUALIFICATIONS:** \*Candidates must be high school graduate at least 21 years of age at time of appointment. Individuals must meet medical, psychological and physical fitness standards as detailed on the examination announcement.

**SALARY GRADE:** Per union contract.

### **DEPUTY SHERIFF I**

Responsible for serving legal processes, transporting of prisoners and guarding prisoners in court. On special assignment, may participate in manhunts or assist in quelling disturbances.

**MINIMUM QUALIFICATIONS:** \*Must be a high school graduate at least 20 years of age and a United States Citizen at time of appointment, and possess a valid New York State driver's license. Individuals must meet medical, psychological and physical fitness standards detailed on the examination announcement.

**SALARY GRADE:** Per union contract.

### **PARK POLICE OFFICER I**

Patrols and protects the grounds of County-owned parks; serves as a law enforcement officer within the parks. Answers calls for assistance, gathers evidence and arrests suspects. Other duties include directing traffic and assisting in enforcement of conservation laws.

**MINIMUM QUALIFICATIONS:** \*Must be a high school graduate, a United States Citizen and at least 20 years of age at time of appointment. Must possess a Police Officer Training certificate recognized by the New York State Municipal Police Training Council. Individuals must meet medical, psychological and physical fitness standards as detailed on the examination announcement. Must possess and maintain a valid New York State driver's license.

**SALARY GRADE:** 17

### **POLICE OFFICER**

Performs general police work in the protection of life, property and legal rights. Patrols assigned areas in a patrol car, on motorcycle or on foot to prevent and detect the commission of crime. Answers calls involving accidents, domestic disturbances and other situations, enforces traffic laws, administers first aid, locates witnesses and arrests suspects.

**MINIMUM QUALIFICATIONS:** Must possess a high school diploma, a New York State driver's license, be a United States Citizen and be at least 20 years of age on date of appointment. Individuals must meet medical, psychological and physical fitness standards as prescribed by the New York State Municipal Police Training Council.

**SALARY GRADE:** Per union contract.

## **PROBATION ASSISTANT**

Assists probation officers by securing preliminary data on clients, verifying information, providing transportation for clients and maintaining contact with community organizations. May also assist in the supervision of probationers.

**MINIMUM QUALIFICATIONS:** Associate's Degree or high school diploma and two years of experience in a community action program or satisfactory equivalent combination of education and experience. Must possess a valid New York State driver's license.

**SALARY GRADE:** 15

## **PROBATION ASSISTANT (SPANISH SPEAKING)**

Assists probation officers by securing preliminary data on clients, verifying information, providing transportation for clients and maintaining contact with community organizations. May also assist in the supervision of probationers.

**MINIMUM QUALIFICATIONS:** Associate's Degree or high school diploma and two years of experience in a community action program or satisfactory equivalent combination of education and experience. Must possess a valid New York State driver's license. Must be proficient in the Spanish language.

**SALARY GRADE:** 15

## **PROBATION OFFICER TRAINEE**

Assists in the investigations of potential probationers and gathers information regarding any previous criminal or delinquent records. Also counsels probationers, maintains case records and establishes contacts with community organizations which can provide sources.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree including 30 credits in social or behavioral science. Must possess a valid New York State driver's license.

**SALARY GRADE:** 19

## **PROBATION OFFICER TRAINEE (SPANISH SPEAKING)**

Assists in the investigations of potential probationers and gathers information regarding any previous criminal or delinquent records. Also counsels probationers, maintains case records and establishes contacts with community organizations which can provide resources.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree including 30 credits in social or behavioral science. Must possess a valid New York State driver's license. Must be proficient in the Spanish language.

**SALARY GRADE:** 19

## **SECURITY GUARD**

Protects the buildings and grounds of a municipal area by guarding against trespassing and vandalism. Develops safety plans, checks fire extinguishers, assists in crowd control, enforces regulations and directs visitors.

**MINIMUM QUALIFICATIONS:** High school diploma. May require possession of a New York State driver's license.

**SALARY GRADE:** 13

## **INVESTIGATION**

### **CONSUMER AFFAIRS INVESTIGATOR II**

Investigates, reviews and resolves complaints of deceptive trade practices. May participate in undercover investigations, conduct administrative hearings, take sworn affidavits, testify in court actions and research laws and technical material.

**MINIMUM QUALIFICATIONS:** Bachelor's degree and three years of experience investigating consumer complaints or high school and seven years of experience or equivalent combination. Must possess a valid New York State driver's license.

**SALARY GRADE:** 23

### **DETECTIVE INVESTIGATOR**

Performs investigations on behalf of the District Attorney's Office, often in cooperation with other agencies. Takes statements from witnesses, collects and evaluates evidence, uses investigative apparatus, serves subpoenas, keeps records and testifies in court.

**MINIMUM QUALIFICATIONS:** High school diploma and eight years of experience investigating organized criminal activity as a detective or plainclothes investigator with Police Officer status. Experience should encompass investigations of arson, homicide, extortion, gambling, narcotics, prostitution and usury including physical and electronic surveillance, wiretap monitoring, undercover experience, grand jury and trial testimony, executing search warrants, and prior firearms instruction. Possession and maintenance of a valid New York State driver's license. There will be a qualifying psychological examination.

**SALARY GRADE:** Per union contract.

### **FORENSIC INVESTIGATOR I**

Conducts independent and confidential investigations of death resulting from accidental, criminal or undetermined causes. Interviews witnesses, records detailed observations of the death scene, collects evidence, coordinates identification of bodies, prepares reports and may testify in court.

**MINIMUM QUALIFICATIONS:** Possession of a New York State Physician Assistant Registration certificate and two years of experience. Must possess a valid New York State driver's license.

**SALARY GRADE:** 20

### **PROBATION INVESTIGATOR**

Performs investigative services for the probation process of the courts to facilitate defendants' release on bail or recognizance or to arrange for assignment of legal counsel. Verifies detainees' backgrounds, interviews detainees and prepares related reports of information collected. May make referrals to other agencies.

**MINIMUM QUALIFICATIONS:** Associate's Degree or high school diploma and two years of investigative or interviewing experience or satisfactory equivalent combination of education and experience. Possession of a New York State driver's license.

**SALARY GRADE:** 17

## **INVESTIGATOR I**

Assists in conducting investigations to uncover frauds committed against Suffolk County. Screens and follows up on allegations, conducts interviews and researches records to obtain evidence. Compiles evidence and reports for prosecution and may testify.

**MINIMUM QUALIFICATIONS:** High school diploma and two years of investigative experience in Criminal Justice. Relevant additional education in criminal justice may be substituted for experience on a year-for-year basis. Possession of a valid New York State driver's license.

**SALARY GRADE:** 17

## **WEIGHTS AND MEASURES INSPECTOR**

Tests weighing and measuring equipment to determine its accuracy to prevent fraud and deception, as well as unintentional violations. Seals or condemns devices, examines containers and wrappings for illegal markings, investigates complaints of short weight or measure, and testifies concerning violations.

**MINIMUM QUALIFICATIONS:** High school diploma and two years of experience in the maintenance or inspection of measuring or weighing devices or in police or law enforcement investigative work. Additional education may be substituted for experience. Must possess a valid New York State driver's license and obtain a class 3 license before the end of the probationary period.

**SALARY GRADE:** 20

## **RELATED**

### **CRIMINAL IDENTIFICATION TECHNICIAN TRAINEE**

Performs elementary photographic and fingerprint work at a correctional facility. Fingerprints and photographs prisoners, develops film, maintains inventory and files.

**MINIMUM QUALIFICATIONS:** High school plus six months of paid experience in taking fingerprints or taking, developing, printing and enlarging pictures. Must possess a valid New York State driver's license.

**SALARY GRADE:** 16

### **\*DETENTION ATTENDANT**

Responsible for guarding and caring for persons detained at a police station or detention room. Searches prisoners for weapons or drugs, cares for prisoners who are sick or intoxicated, observes inmates in cells and accompanies prisoners to court.

**MINIMUM QUALIFICATIONS:** None

**SALARY GRADE:** 10

\*No competitive examination is required. Apply directly to the Police Department.

### **FINGERPRINT ANALYST**

Classifies and compares recorded prints and latents for positive identification. Uses special computer and must be able to interpret printouts. Processes fingerprint cards, determines and assigns pattern classifications, enters data into the system and may perform clerical duties related to processing and data base.

**MINIMUM QUALIFICATIONS:** High school diploma and four years of experience in classifying and identifying fingerprints using an automated fingerprint identification system. Must possess an FBI fingerprint certification.

**SALARY GRADE:** 18

### **DRUG COURT SPECIALIST**

Coordinates efforts of the Probation Department, Health Department, the District Attorneys Office and Legal Aid. Organizes drug education material, assists with security arrangements, addresses problems and collects information associated with Drug Court.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Criminal Justice or Bachelor's Degree in any field and 1 year of experience collecting or researching data in a criminal justice agency..

**NECESSARY SPECIAL REQUIREMENT:** Valid New York State driver's license or capacity to meet the transportation requirements of the job.

**SALARY GRADE:** 19

## APPLICATION PROCEDURES

The Civil Service Department has an "open-filing" policy which allows applicants to file for any job title they may be interested in, whether or not an examination is currently scheduled; applications are then held in file and candidates are notified when the examination for the title is scheduled. Exceptions to this policy include Police Officer, Deputy Sheriff, Correction Officer, Park Police Officer I and Probation Officer Trainee for which applications are restricted to currently scheduled examinations.

Announcements publicizing upcoming examinations for which you may file an application are posted in the Hauppauge office of the Suffolk County Department of Civil Service and at our Riverhead Information Center at the County Center, Riverhead. Announcements are also mailed to Suffolk County public libraries and local branches of the New York State Employment Service, as well as all jurisdictions under the aegis of the Suffolk County Department of Civil Service (i.e., the main office of each town, village, school district, etc.) It is suggested that you check these locations periodically to learn what examinations are being held. Specific examinations are announced and held for each title. The examinations are scheduled on a specific date and applications must be submitted to the Civil Service Department before the last filing date indicated on the announcement. Applicants must complete an application for employment (Form CS-205A and CS-205B) for each examination for which they are applying. Payment of a \$25 fee per application is required for most competitive examinations. Applications for these periodically scheduled examinations must be postmarked by midnight of the last filing date. You will be notified by mail approximately ten days before the examination date as to your eligibility and the exact location and time of the test.

The passing score for each examination is 70 and eligible lists of passing candidates are established for a minimum period of one year, up to a maximum period of four years, pursuant to New York State Civil Service Law. The number of positions available, location of positions and other aspects of employment may vary and, as such, affect the length of time an eligible list remains in existence. An eligible candidate on the list may be permanently appointed to a vacancy during the time the list is in existence.

If you have had additional voluntary or paid experience or further education in your field, you may qualify for additional positions in these and other occupational categories. Information on the full range of opportunities available in Civil Service can be obtained by visiting the Suffolk County Civil Service office which is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Other information booklets are also available and are very helpful in explaining how to properly complete a Civil Service application form, the meaning of provisional status, veterans credits, etc. The Department's Information Unit is on call to answer many of the commonly asked questions pertaining to the civil service process and employment in the civil service system. We look forward to serving you.

Suffolk County  
Department of Civil Service  
725 Veterans Memorial Hwy., P.O. Box 6100  
Hauppauge, NY 11788-0099  
Tel. No. (631) 853-5500

AN EQUAL OPPORTUNITY EMPLOYER



## **SUFFOLK COUNTY FRINGE BENEFITS \***

### **VACATION**

2 WEEKS PAID VACATION DURING THE FIRST YEAR

### **HOLIDAYS**

12 PER YEAR

### **LEAVE WITH PAY**

4 PERSONAL DAYS PER YEAR

### **SICK LEAVE**

13 DAYS PER YEAR

### **HEALTH AND DENTAL INSURANCE**

### **OPTICAL AND PRESCRIPTION DRUG PLANS**

### **BLOOD PROGRAM**

### **DISABILITY AND LIFE INSURANCE**

### **LEGAL SERVICES FUND**

### **NEW YORK STATE EMPLOYEES RETIREMENT SYSTEM COVERAGE**

### **DEFERRED COMPENSATION PLAN**

### **TUITION REIMBURSEMENT**

Available after 1 year of service

\*May vary for positions of Police Officer, Correction Officer, Deputy Sheriff and Detective Investigator, which have separate contractual provisions.

Department of Civil Service  
Building #158, North Complex  
725 Veterans Memorial Highway  
Smithtown, NY 11787-0099

